

## **4402 - PROPERTY MANAGEMENT OPERATIONS SUPERVISOR**

### **NATURE OF WORK**

This is responsible supervisory work in the construction, maintenance, and repair of City facilities. The employee in this classification is responsible for planning, directing, and evaluating the maintenance and repair of City facilities. Work is performed independently according to established policies and procedures. Work is subject to review by the Division Head through the observation of general condition of buildings, and the review of reports and conferences. Essential duties include coordinating and supervising work in maintenance and construction, enforcing safety standards; ordering materials; and evaluating and counseling employees.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

- Plans, coordinates, and supervises work in maintenance and construction.
- Estimates cost for various types of construction and repair.
- Prepares and maintains work records of time and materials involved in job assignments.
- Inspects jobs and work in progress. Reviews blue prints and sketches.
- Meets with and computes job estimates with contractors.
- Enforces safety standards.
- Checks and estimates new work.
- Prepares progress reports. Maintains various files, reports and records.
- Assumes supervision of Division in supervisors absence.
- Prepares audits.
- Orders needed materials.
- Meets with department heads and outside suppliers concerning jobs, tasks, remodeling & repairs.
- Meets with Special Events coordinator.
- Evaluates councils and reprimands employees.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the methods, materials, and techniques used in the construction and repair of building structures, considerable knowledge of carpentry and skill in the use of related hand and power tools.
- Considerable knowledge of and skill in a variety of mechanical trades.
- Ability to plan, layout and supervise the work of skilled and semi-skilled trades.
- Knowledge of related occupational hazards and standard safety precautions.
- Ability to read and work from blue prints and sketches. Ability to accurately cost involved in various types of construction and repair.
- Knowledge of City building codes.
- Ability to work with other employees and the public.
- Ability to lay out, design and construct buildings and structures.
- Technical knowledge required in structural design, plumbing, electrical, a/c, painting and material selections.

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### **MINIMUM REQUIREMENTS**

Seven (7) years experience in all phases of building maintenance and repair, including three (3) years supervisory experience. **DESIRES: Supervisory experience in varied building construction trades including carpentry, painting, masonry, air conditioning, electrical and plumbing. Computer knowledge in WordPerfect, spreadsheet and database. Multiple project coordination experience and experience with multi-trade management.**

### **PHYSICAL REQUIREMENTS**

**Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling for inspections of buildings and roofs.**

### **SUPERVISION RECEIVED**

**General and specific assignments are received from the Property Management Supervisor. However, for the most part, work is performed independently and is subject to review by observation of the general condition of buildings, review of reports, and conferences.**

### **SUPERVISION EXERCISED**

**The incumbent plans, schedules, evaluates, and is held accountable for the work of supervisory, trades, custodial, service and clerical employees engaged in General Maintenance and Repair, Custodial Maintenance, City Hall Maintenance and Division Administration.**

**Rev. 4/96** (minimum req.)